



Plattsburgh, New York

Randal J. Stone
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-561-5965
Fax: 518-561-8236
stoner@cityofplattsburgh-ny.gov

MEMO

TO: Mayor James Calnon
Members of the Common Council

FROM: Assistant Fire Chief, Randal Stone

DATE: June 5, 2014

RE: Fire and Ambulance Responses

For this two week period: Thursday, May 22, 2014 to Wednesday, June 4, 2014
our Department has responded to the following:

Fire Calls

32

- 1 building fire
- 6 system activations
- 14 EMS assist
- 2 natural gas leaks
- 1 smoke odor removal
- 1 unauthorized burning
- 1 removal of victim in stalled elevator
- 2 dispatched/cancelled enroute
- 1 stove fire
- 1 CO detector activation
- 1 electrical wiring/equipment problem
- 1 public service

Ambulance Calls **90**

Mutual Aid by CVPH **18**

BUILDING INSPECTOR'S COMPLAINT REPORT: MAY 30, 2014

DATE	STREET #	STREET NAME	COMPLAINT	INSPECTION	VIOLATION	CORRECTION	CORRECTION DATE
04/03/14	22	CHAMPLAIN ST	REPLACE METER AS PER MUNICIPAL LIGHTING DEPARTMENT	KP	NOTICE OF VIOLATION ISSUED	CORRECTED	05/27/14
04/08/14	138	OAK ST	EXTERIOR CONDITION	KP	VIOLATION NOTICE ISSUED	CORRECTED	05/12/14
04/30/14	4	LINCOLN LANE	LINE WIRE, LOAD WIRE AND METER PAN NEED REPLACEMENT	KP	NOTICE OF VIOLATION ISSUED	CORRECTED	05/19/14
05/06/14		ALLEYWAY BETWEEN GREEN ROOM AND SAWADEE REST.	GARBAGE	KP	VIOLATION NOTICE	CORRECTED	05/20/14
05/07/14	55	BOYNTON AVE	GARBAGE	KP	VERBAL NOTICE OF VIOLATION	CORRECTIVE ACTION IN PROCESS	
05/08/14	65	MAINE RD	METER MODULE LUG BURNED OUT	KP		CORRECTIVE ACTION IN PROCESS	
05/09/14	8	SOUTH PERU STREET	DEBRIS	KP	VIOLATION NOTICE ISSUED	CORRECTED	05/13/14
05/12/14		GOLD ST	GARBAGE AND DISCARDED FURNITURE	KP	CITY PICKED UP	CORRECTED	05/12/14
05/12/14	48	MILLER ST	MATTRESS AND CHAIR	KP	VIOLATION NOTICE ISSUED	CORRECTED	05/14/14
05/14/14	74	COURT ST	MATTRESSES AND GARBAGE	KP	VERBAL NOTICE OF VIOLATION	CORRECTED	05/19/14
05/15/14	60	OAK ST	MATTRESS ON CITY PROPERTY	KP	VIOLATION NOTICE ISSUED, FAXED TO DPW FOR PICK UP	CORRECTED	05/19/14

DATE	STREET #	COMPLAINT	INSP	VIOLATION	CORRECTION	CORRECTION DATE
05/15/14	17	PIKE ST	GP	VERBAL NOTICE OF VIOLATION	CORRECTED	05/27/14
		GARBAGE AND DEBRIS ON LAWN				
05/15/14	32	PIKE ST	GP	VIOLATION NOTICE ISSUED	CORRECTED	05/19/14
		COUCH ON CITY PROPERTY				
05/16/14	14	PALMER ST	GP	RESOLVED BY MR. GARROW AND MRS. HOLLAND	CORRECTED	05/16/14
		EXCAVATION IS ON NEIGHBOR'S PROPERTY				
05/19/14	38	OLIVETTI PL	GP		CORRECTIVE ACTION IN PROCESS	
		REPLACE WIRE, METER BOX AND ROD				
05/19/14		COUCH ST	GP	UNSUBSTANTIATED	CORRECTED	05/19/14
		LAWN CLIPPINGS LEFT ON SIDEWALK				
05/19/14	172	RUGAR ST	GP		CORRECTIVE ACTION IN PROCESS	
		REPLACE WIRE, METER BOX AND ROD				
05/20/14	132	PINE ST	GP	VIOLATION NOTICE ISSUED	CORRECTED	05/28/14
		TRASHCANS				
05/20/14	57	SAILLY AVE	GP	VIOLATION NOTICE ISSUED	CORRECTED	05/28/14
		TRASH CANS AND PARKING ON THE LAWN				
05/20/14	58	SAILLY AVE	GP	NO VIOLATION AT SEVERAL SITE VISITS	NO VIOLATION TO CORRECT	
		PARKING ON FRONT LAWN				
05/20/14	56	SAILLY AVE	GP	NO VIOLATION AT SEVERAL SITE VISITS	NO VIOLATION TO CORRECT	
		PARKING ON FRONT LAWN				
05/20/14	67	SAILLY AVE	GP	NO VIOLATION AT SEVERAL SITE VISITS	NO VIOLATION TO CORRECT	
		PARKING ON FRONT LAWN				

DATE	STREET #	STREET NAME	COMPLAINT	INSP	DESCRIPTION	CORRECTION DATE
05/20/14	4-8	WALWORTH ST	PARKING ON BACK LAWN	KP	NO VIOLATION AT SEVERAL SITE VISITS	NO VIOLATION TO CORRECT
05/20/14	67	BRINKERHOFF ST	GARBAGE	KP	VERBAL NOTICE OF VIOLATION	CORRECTED
05/20/14	47	DRAPER AVE	GARBAGE	KP	VERBAL NOTICE OF VIOLATION	CORRECTED
05/20/14		MAIN MILL ST (END OF STREETO	ABANDONED COUCH	KP	FAXED TO DPW FOR PICK UP	CORRECTED
05/20/14	51	MCGAULLEY AVE	MOLD	KP	VERBAL NOTICE OF VIOLATION	CORRECTED
05/22/14	34	CLINTON ST	GARBAGE	KP	VIOLATION NOTICE ISSUED	CORRECTED
05/22/14		BRINKERHOFF ST (GOLD ST.)	DISCARDED COFFEE TABLE	KP	VERBAL NOTICE OF VIOLATION	CORRECTED
05/23/14		GOLD ST	GARBAGE LEFT BY TENANT	KP	VERBAL NOTICE OF VIOLATION	CORRECTED
05/27/14	1	ERIN AVE	TALL GRASS	CB		CORRECTIVE ACTION IN PROCESS
05/27/14	25	COGAN AVE	OCCUPANCY, PARKING ON FRONT LAWN, ROOF SHINGLES ROTTED, OVERALL YARD CONDITION	CB		CORRECTIVE ACTION IN PROCESS
05/27/14	29 (31)	HAMILTON ST	HAND RAIL	KP		CORRECTIVE ACTION IN PROCESS

DATE	SHEET	LOCATION	COMPLAINT	INS	INSPECTION REPORT	CORRECTION	CORRECTION DATE
05/27/14	7	HILLTOP WAY (53 MAIN MILL ST)	MOLD	KP		CORRECTIVE ACTION IN PROCESS	
05/27/14	5287	NORTH CATHERINE ST	MOLD	KP		CORRECTIVE ACTION IN PROCESS	
05/27/14	5122	NORTH CATHERINE ST	GARBAGE	KP	BAGS OF LEAVES	NO VIOLATION TO CORRECT	
05/27/14	22	BROAD ST	GARBAGE CANS ON CITY PROPERTY	KP	VERBAL NOTICE OF VIOLATION	CORRECTED	05/28/14
05/28/14	67	CLUB RD	TREE LIMBS NEED TO BE REMOVED AND NEEDS TO BE RAKED	KB		CORRECTIVE ACTION IN PROCESS	
05/28/14	5112	NORTH CATHERINE ST	GARBAGE	KP		CORRECTIVE ACTION IN PROCESS	
05/28/14	2	COUCH ST	GARBAGE	KP		CORRECTIVE ACTION IN PROCESS	
05/29/14	35	SOUTH PERU ST	CARS PARKED ON FRONT LAWN	KB		CORRECTIVE ACTION IN PROCESS	
05/29/14	46	COUCH ST	INSIDE FURNITURE ON PORCH (AND MATTRESSES)	KP		CORRECTIVE ACTION IN PROCESS	
05/29/14	71	WALL ST	BLOWING HORS FROM SUBWAY CARS ON 05-28-14	JM		CORRECTIVE ACTION IN PROCESS	
05/29/14	71	WALL ST	BLOWING HORS FROM SUBWAY CARS ON 05-27-14	JM		CORRECTIVE ACTION IN PROCESS	

DATE	STREET #	STREET NAME	COMPLAINT	INSP	VIOLATION NOTICE ISSUED	CORRECTION	CORRECTION DATE
05/29/14	70	STELTZER AVE	TALL GRASS AND WEEDS	KP		CORRECTIVE ACTION IN PROCESS	
05/30/14	67 AND/OR 69	LAFAYETTE ST	GARBAGE AND MISCELLANEOUS DEBRIS	KP		CORRECTIVE ACTION IN PROCESS	

May 15, 2014

WORK SESSION OF THE COMMON COUNCIL

CITY OF PLATTSBURGH

MINUTES

Meeting commenced at 5:05pm.

Present:

Mayor James Calnon, Councilors Rachelle Armstrong (W1), Mike Kelly (W2), Dale

Dowdle (W3), Paul O'Connell (W4), Becky Kasper (W5), Joshua Kretser (W6)

Absent:

Item 1: Sewer Budget Discussion

Mayor Calnon began the discussion by introducing a simplified approach to budget reporting and used the Sewer Budget as a model for this simplified reporting. As the Sewer Budget is fairly complicated Mayor Calnon explained that it would be a good candidate for streamlined reporting.

Mayor Calnon also gave examples of how budgets are affected by specific events such as changes in payroll or health benefits.

Councilor Kasper explained that she prefers to see the details and often has questions about specific items.

Councilor Armstrong stated that she finds the basic narrative helpful and navigating stacks of paper is unwieldy.

Councilor Kasper stated that she likes looking at the summary and then going to the detail for more information.

Mayor Calnon asked if we really need all this detail and is it useful. He and Comptroller Richard Marks talked about it and wondered if we really need all this detail. At budget time in the fall he will get very detailed. It is important to know if we are consistently over budget or under budget.

Councilor Armstrong stated that you can get detail such as in monthly reports any time you want.

Councilor Kasper repeated that she prefers detail.

Mayor Calnon asked Councilor Kasper what might she want to know.

Councilor Kasper reported that she came prepared for this discussion on the sewer budget. It appeared to be an ebb and flow. Overtime is creeping up, and how do we account for that? Contracted services are also quite high.

Mayor Calnon suggested we clear away the chaff and make things clearer.

Councilor Kasper asked what labor negotiations will do budgets.

Mayor Calnon stated that payroll went up but benefits went down so it was a wash. We are on the upswing. The stock market has improved greatly since 2008. Mayor Calnon stated that if you understand the sewer budget you pretty much understand them all.

Mayor Calnon stated that it might be possible to assign specific people to specific jobs to reduce workers compensation rates.

Comptroller Marks stated that we are looking at an increase in workers comp and discounts for safety groups are going down. That is why we have to divide workers into groups. Water and Sewer have lower costs.

Mayor Calnon and Comptroller Marks explained that employees on workers comp pay no taxes while on workers comp.

Mayor Calnon explained that MLD used to be extremely complex, but Comptroller Marks worked on it to simplify.

Councilor O'Connell asked how a heavy user of services like Pactiv pays for city services.

Comptroller Marks explained that heavy users pay a usage charge. They cannot be billed for water because they draw water from the lake.

Councilor O'Connell asked to examine contracted services. We have 40 or more contracted services. He examined the budget in detail and found so many. He asked if we are getting the best deal. We might be paying \$82,000 for a contracted service when we could get it for \$70,000.

Mayor Calnon stated that we should look at purchasing policies. For fire trucks we should be looking at best value bids and not necessarily lowest purchase price.

Councilor Dowdle stated that many departments contract with different vendors, cleaners for

example. Might it be possible to consolidate?

Mayor Calnon stated that he is thinking about that now, a change in operations. Department heads really do like control over own activities, however. Back in the 90's department heads were instructed to do this for economies of scale.

Councilor Armstrong stated that she liked the Watertown report we were shown. It is our job to make the budget intelligible to the public. Transparency in government is good.

Comptroller Marks stated that we can two pages or seventy, whatever you want.

Councilor Dowdle asked if we could do one page.

Supervisor Brodi stated that he will go with Munis when it works for him and Comptroller Marks says it will. He has a problem with having his budget controlled by someone else.

Mayor Calnon stated that he would like to talk about this but not in detail tonight. We do need easily accessible contingencies.

Item 2: Charter Commission vs. Charter Change by Resolution

Councilor Kelly stated that turnout is poor in off year elections. He would like to align city elections with presidential elections to increase turnout. He also suggested two eight year terms as a limit, just like the presidency. He would like to see a 2014 public referendum to take effect in 2016.

Councilor Kasper stated that a referendum in 2014 would rely on a small number of votes.

Mayor Calnon stated that another way to achieve charter change is a charter commission. There are three topics to consider:

1. Not mandated
2. Mandatory
3. Permissive

A charter commission would be needed for the next general election. There are many options, such as staggering terms.

Councilor O'Connell stated that he would prefer to keep everything as it is. There are variables involved in statistics.

Councilor Kasper expressed support for higher voter turnout but opposed term limits. She also stated that we have so many things to work on right now.

Mayor Calnon stated that we can appoint a charter commission.

Councilor Kelly stated that one of the things he campaigned on was increasing democracy and participation in government and he would like to act on that. Poor people with no transportation and people who are ill find it very difficult to vote. We have to make it easier for them.

Councilor O'Connell stated that we cannot control who goes out to vote.

Councilor Kelly stated that is is a plain fact that more people vote in presidential elections.

Councilor Armstrong stated it is our duty as elected officials to make voting easier. There are lots of approaches and some persuasive evidence about what can be done to increase turnout.

Mayor Calnon suggested that we look at other aspects of the charter as well. We have language that is superseded by state law. The last charter commission was created by Mayor Stewart and resulted in few changes.

Item 3: Committees

Councilor Kasper discussed the Infrastructure Committee.

Councilor Armstrong discussed the Economic and Cultural Development Committee. She wants regular meetings. We have business to conduct. We also need to do liaison work.

Councilor Dowdle wondered how we would be organized.

Councilor O'Connell stated that he would like to go back to liaisons.

Councilor Armstrong stated that it is possible to do both.

Mayor Calnon explained that in the past there has been one Councilor per department as liaison.

Councilor O'Connell asked could we first do liaisons and then do committees.

Councilor Kasper asked how often do liaisons meet with department heads.

Mayor Calnon explained once every month or every two months. You really get to know the department head.

Councilor Armstrong complimented Councilor Kasper for getting things done on the QOL

committee. We need regular times o consider that as well.

Mayor Calnon stated that we used to have a finance committee. He also stated his belief that we are ready to assign liaisons to departments. It does not have to be one-to-one, and we could go with liaisons instead of committees.

There are four committees:

Cultural and Economic Development

Finance

Infrastructure

Quality of Life

Item 4: Other

Website: Mayor Calnon stated that there have many proposals for the website. Some were good and some were not so good. Some just took the current content and made it look better. The website should be discussed in detail in a future meeting.

Councilor Kasper reminded everyone of the cleanup day May 24 and flower toolkit project June 14.

The meeting was adjourned at 6:45 PM.



Plattsburgh Police Department
45 Pine Street

Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

May 15, 2014

Mayor James E. Calnon
And Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor and Council Members;

Attached please find the monthly report of the Parking Violations Bureau for April 2014.

Respectfully Submitted,

Chief Desmond J. Racicot
Plattsburgh Police Department

HLS

PARKING VIOLATIONS BUREAU

Monthly Report for April 2014

	<u>Apr 2014</u>	<u>Apr 2013</u>
TICKETS ISSUED:	21	63
TICKETS COLLECTED:	168	74
REVENUE FOR MONTH:	\$6,067.75	\$2,078.50

YEAR TO DATE TOTALS:

	<u>Apr 2014</u>	<u>Apr 2013</u>
TICKETS ISSUED:	498	595
TICKETS COLLECTED:	540	508
REVENUE:	\$18,741.25	\$17,843.00
COMPARISON:	Parking tickets issued for Apr. 2013: DOWN 42 Parking tickets collected for Apr. 2013:UP 94 Revenue for Apr. 2013: UP \$3,989.25 Amount Dismissed: \$872.50	

BREAKDOWN FOR December 2013

CITY OF PLATTSBURGH PARKING TICKET SYSTEM

SUMMARY OF PARKING TICKETS - BY OFFICER

2/28/2014

VL --DESCRIPTION--	MANUAL-MTD	MANUAL-YTD	HH-MTD	HH-YTD	-VALUE-MTD-	-VALUE-YTD-	
1 HANDICAP	0	1	0	0	1	0	225
2 NO PARKING	0	0	0	0	1	0	42
4 OVERTIME 30 MIN	0	0	0	0	0	0	0
5 OVERTIME 2 HRS	0	0	0	0	0	0	0
7 FIRE HYDRANT	0	0	0	0	2	0	100
10 BLOCKING SIDEWALK	0	0	0	0	18	0	819
11 LEFT WHEEL CURB	0	0	0	0	0	0	0
12 BLOCKING XWALK	0	0	0	0	1	0	35
13 BLOCK DRIVEWAY	0	0	0	0	3	0	188
16 TOO CLOSE INTERSE	0	0	1	1	1	35	35
18 OBST. LANE	0	0	0	0	0	0	0
19 TAXI ONLY	0	0	0	0	3	0	134
23 EMPLOYEE PERMIT	0	0	0	0	1	0	76
24 PARKING BAN	0	0	0	0	1	0	35
25 UNINSPECTED	0	0	0	0	0	0	0
26 OVERTIME PARKING	0	0	0	0	0	0	0
40 UNREGISTERED	0	0	0	0	1	0	50
41 DOUBLE PARK	0	0	0	0	0	0	0
42 NO PARKING	6	18	0	0	23	90.00	903.00
43 NO STANDING	0	0	0	0	0	0.00	0.00
44 SIDEWALK	1	8	0	0	0	15.00	178.25
46 CROSSWALK	0	3	0	0	0	0.00	45.75
47 ZONE/CURB	0	0	0	0	0	0.00	0.00
52 HIGHWAY	0	1	0	0	0	0.00	70.50
53 RDW/ROW	1	1	0	0	0	18.75	18.75
54 DRIVEWAY/BLOCK	0	1	0	0	0	0.00	15.00

55 TAXI ZONE	7	43	0	3	115.50	978.00
57 CROSSWALK 20'	0	1	0	0	0.00	15.00
60 OBST. SIDEWALK	0	0	0	0	0.00	0.00
62 FIRE HYDRANT	1	1	0	2	15.00	125.25
64 WWY2WAY	2	4	0	1	33.00	78.00
65 WWY1WAY	0	0	0	0	0.00	0.00
67 ANGLE	0	0	1	2	15.00	30.00
68 OVERLINE	0	0	0	1	0.00	25.50
69 OVERTIME 10 MIN	0	0	0	1	0.00	15.00
70 OVERTIME 30 MIN	0	0	0	0	0.00	0.00
71 OVERTIME 1 HR	0	0	0	0	0.00	0.00
72 OVERTIME 2 HR	1	1	0	51	27.00	1,542.00
73 OVERTIME 4 HR	0	0	0	0	0.00	0.00
78 TIME LOADING	0	0	0	0	0.00	0.00
79 EMERGENCY	0	0	0	0	0.00	0.00
81 HANDICAP	0	2	0	11	0.00	1,062.00
82 TRAILER	0	0	0	1	0.00	60.00
86 SNOW BAN	0	124	0	134	0.00	13,206.38
87 LIM SNOW BAN	0	0	0	17	0.00	1,030.00
88 UNINSPECTED	0	0	0	1	0.00	50.00
89 UNREG MV	0	0	0	0	0.00	0.00
90 NO PARKING EVEN	0	0	0	1	0.00	15.00
91 NO PARKING ODD	0	2	0	0	0.00	60.75
95 20' INTERSECTION	0	0	0	0	0.00	0.00
98 12" CURB	0	0	0	0	0.00	0.00
101 FACING WRONG2W	0	0	0	0	0.00	0.00
107 SNOW 12:01-6 AM	0	0	0	0	0.00	0.00
Other	0	0	0	16	0.00	0.00
TOTALS:	19	211	2	298	364.25	21,263.13

TOTAL NUMBER OF TICKETS ISSUED FOR THIS MONTH = 254

TOTAL NUMBER OF TICKETS ISSUED FOR THIS YEAR = 254

PERCENT OF THIS MONTHS TICKETS ISSUED MANUALLY = 16.93%

90.48 %

PERCENT OF THIS MONTHS TICKETS ISSUED WITH HANDHELDS = 83.	9.52 %
PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 16.93%	41.45 %
PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELDS = 83.07	58.55 %



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

Date: May 28, 2014
MEMO TO: Mayor Calnon
FROM: Richard Marks
RE: Police Department – Budget Adjustment

It is requested from the Police Department to adjust amounts for the 2014 Budget in the Asset Seizure Department spending, as follows:

Increase Estimated Revenue: Forfeiture Crime - Other	0-0001126-2628	\$141,000.00
Increase Appropriation:		
Motor Vehicle	1-3121000-2300	\$35,000.00
Technical Equipment	1-3121000-2400	10,000.00
Materials & Supplies	1-3121000-4330	25,000.00
Personal Clothing & Equipment	1-3121000-4360	15,000.00
Electricity	1-3121000-4411	3,000.00
Telephone	1-3121000-4414	28,000.00
Training & Education	1-3121000-4461	25,000.00

This request provides for an increase to the 2014 budget in estimated revenue for spending from the asset seizure restricted fund balance cash with corresponding increases in the 2014 budget for appropriations for various accounts in the asset seizure police budget. This adjustment increases the 2014 General Fund Budget for estimated revenues and appropriations by \$141,000.00, equally.

Thank you for your attention to this request.


Cc: Carole Garcia
Chief Desmond Racicot
Heather Silver

Marks, Richard A.

From: Silver, Heather
Sent: Thursday, May 22, 2014 1:09 PM
To: Marks, Richard A.
Subject: RE: Asset Forfeiture account

Rich,
This looks good, and I think \$118,000 should be fine. Thanks for your help.

H

AMOUNT CONFIRMED BY PHONE
WITH HEATHER TODAY 5/28/14


From: Marks, Richard A.
Sent: Thursday, May 22, 2014 12:14 PM
To: Silver, Heather
Cc: Racicot, Desmond; Phillips, Barbara; Carole Garcia
Subject: RE: Asset Forfeiture account

Heather,

Yes, since we budgeted 2014 based on the cash balance back in September of 2013 of \$108,000 and never went back to adjust it after receiving more cash and now we have \$238,000 in the account, it makes sense to adjust the budget for asset seizure spending up to what will be done with the funds in 2014.

So, the first attachment is where we are now showing we're low on the budget versus the actual spending.

The second attachment shows in the two years prior to 2013 where we've concentrated the spending by account.

The third attachment shows all of the charges to contract services for 2014 that total \$58,772.29 in actual charges and there are PO's out there for the balance of \$41,050.77 (encumbrances) to be liquidated mostly under motor vehicles and contract services.

So let me recommend that we establish the following budget for asset seizure spending and move the actual charges to the respective accounts as noted below:

Account	Budget	Actuals
• Motor Vehicle	\$ 35,000	\$ 4,970.96
• Technical Equipment	10,000	1,893.78
• Materials/Supplies	25,000	2,048.39
• Personal Clothing/Equip	15,000	0.00
• Electricity	3,000	225.16
• Telephone	28,000	2,294.15
• Contract Services	100,000	36,539.08
• Training/Education	25,000	10,573.97
• Repairs to Motor Veh	2,982	226.80

We also have to move the balance of the PO's or encumbrances that are yet to be liquidated to their respective accounts now that we're breaking out contract services.

This will be an adjustment but not an increase to the 2014 budget as we will increase the seizure revenue budgets to match the spending increase budget of \$~~118~~¹⁴¹,000.

Let me know what you think of the budget numbers and if you think for the rest of 2014 \$~~118~~¹⁴¹,000 increase will cover the spending.

RAM

Richard Marks
City Chamberlain
City of Plattsburgh
6 Miller Street
Plattsburgh, NY 12901
518-563-7704

From: Silver, Heather
Sent: Thursday, May 22, 2014 9:14 AM
To: Richard Marks (rich@cityofplattsburgh-ny.gov)
Subject: Asset Forfeiture account

Rich,
Barb tells me that our Asset Forfeiture account is over budget. We have plenty of money in the account. Can you do a budget transfer (maybe not right words) to increase our expenditure account? Thanks.

Heather Silver
Asst. to Chief
Plattsburgh Police Department
45 Pine St.
Plattsburgh, NY 12901
518-563-3411
silverh@plattsburghpd.com



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

May 27, 2014

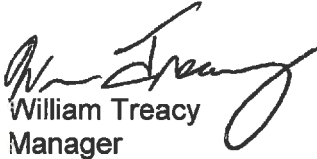
To: Mayor James Calnon

Subject: St. Lawrence 1 Substation 115 kV Breaker Replacement –Phase 3
Bid No 2014-3-1 Bid Review and Award Recommendation

The Management of the Plattsburgh Municipal Lighting Department and PLM Engineering have reviewed and evaluated the three bids received on May 21, 2014, for the above subject contract. Attached is PLM's review and recommendation.

We recommend award to **Northline Utilities, Ausable Forks, NY** in the total amount of **\$ 648,000.00**. The bid is within the funding allotted for this project. If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,


William Treacy
Manager

Enclosure: (2)

CC: City Clerk
Councilor Becky Kasper, PMLD Liaison
Kelly Clookey, MLD Finance Director
Bid 2014 -3-1 File



ELECTRIC POWER ENGINEERING

35 MAIN STREET, HOPKINTON, MA 01748 TEL: (508) 435-0200 FAX: (508) 435-4491

Project 9122-39

May 27, 2014

Mr. William Treacy
Plattsburgh Municipal Lighting Department
6 Miller Street, Suite 1
Plattsburgh, NY 12901

Dear Bill:

SUBJECT: St. Lawrence No. 1 Substation
115kV Breaker Replacement – Phase 3 - Bid No. 2014-3-1
Bid Review and Award Recommendation

Sealed bids for the above contract were opened on Wednesday, May 21, 2014 at 1:00 pm at the Plattsburgh City Clerk's office. This bid is for the installation of 115kV circuit breakers and associated equipment at St. Lawrence No. 1 Substation. Three bids were received. Following is a review of these bids.

Northline Utilities - \$648,000.00 – Northline submitted a valid bid, including all required bid forms. They noted receipt of addenda 1 and 2 and indicated no significant technical or commercial exceptions. PLM has previous positive experience with Northline on several projects. We discussed the project requirements with North Line, and are satisfied that they understand the project requirements and can meet the required schedule. Northline plans to utilize HMT for testing and commissioning. We have past positive experience with HMT on similar projects. We find that Northline and HMT are well qualified to perform the requirements of this project.

M Scher & Son, Inc. - \$723,427.00 – Scher submitted a valid bid, including all required bid forms. They noted receipt of addenda 1 and 2 and indicated no significant technical or commercial exceptions. PLM has previous positive experience with Scher on the recently completed 46 kV breaker upgrade at PMLD's St. Lawrence No. 1. Scher plans to utilize Applied High Voltage for testing and commissioning. We have no prior experience with Applied High Voltage. Based on the recent experience in Plattsburgh, we feel that M Scher and Sons, Inc. is qualified to perform the requirements of this project.

O'Connell Electric Company - \$1,092,712.00 – O'Connell Electric submitted a valid bid, including all required bid forms. They noted receipt of addenda 1 and 2, and indicated no significant technical or commercial exceptions. O'Connell plans to self-perform the electrical testing and commissioning. PLM has previous positive experience with O'Connell Electric., both in construction and testing/commissioning. We find O'Connell Electric to be qualified to perform the requirements of this project.

Based on the discussion listed above, we recommend award of the Bid for 115 kV Breaker Replacement - St. Lawrence No. 1 Construction – Phase 3 - Bid No. 2014-3-1 to **Northline Utilities** in the amount of **\$648,000.00**. Northline is the lowest responsive and responsible bidder.

If you **have** any questions or comments concerning this correspondence, please do not hesitate to contact me.

Sincerely,

Michael C. Barrett

Michael C. Barrett
Principal Engineer

Cc: Joel Chase, PMLD

CITY OF PLATTSBURGH

BID TITLE: 2014-3-1
Water Replacement - City # 2014-3-1
St. Lawrence No. 1

BID OPENING DATE: May 21, 2014
2 10:00

NAME & ADDRESS OF BIDDERS	AMOUNT OF BID	NCBC	SECURITY
O'Connell Electric Co. Inc. 301 Stoutenburgh St. West Sayreville, NJ 08083	1,092,712 ⁰⁰	✓	Bond
M. Schuchman Inc 134 West Lake Ave Albany, NY 12204	723,427 ⁰⁰	✓	Bond
Northline Utilities P.O. Box 650 Arden Hills, NY 12012	648,000 ⁰⁰	✓	Bond
12912			

[Signature]



Plattsburgh, New York

Carole S. Garcia
Deputy City Chamberlain

AC 6/5/14
Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

TO: Mayor Calnon and the Common Council

FROM: City Chamberlain's Office *CS*

DATE: May 28, 2014

RE: Capital Project Authorized Funding

It is requested that a budget amendment to the Sewer Fund be approved as follows:

Increase Appropriated Reserves (Debit)	5-0513 Sewer Capital Reserve	\$ 94,000.00
Increase Appropriations (Credit)	5-9550-000-9000 Sewer Fund Transfer to Capital (H8130.59 2014 Sanitary Sewer & Pumping Station)	\$ 94,000.00

This amendment will authorize the use of Sewer Capital Reserve to fund noted 2014 Capital Project revision approved in separate (5/22/14) Common Council Resolution.

***Tentative Agreement
Between
City of Plattsburgh Municipal Lighting Department
&
IBEW Local #1249
Regarding
Modifications to the Collective Bargaining Agreement***

Whereas, the City of Plattsburgh Municipal Lighting Department and IBEW Local # 1249 are parties to a Collective Bargaining Agreement which expired on June 30, 2012; and,

Whereas, the parties wish to confirm the terms of a Successor Agreement, the parties hereby agree as follows:

1. The term of the Successor Collective Bargaining Agreement shall be five (5) years: July 1, 2012 – June 30, 2017 (the Successor Agreement).
2. Any changes agreed to by the parties are set forth herein. The terms of the successor Collective Bargaining Agreement otherwise remain the same.
3. The Parties agree to the following salary increases, applied to the Salary Schedule:

July 1, 2012 - June 30, 2013:	0
July 1, 2013 - June 30, 2014:	1.5%
July 1, 2014 - June 30, 2015:	1.5%
July 1, 2015 - June 30, 2016:	1.5%
July 1, 2016 - June 30, 2017:	1.5%
4. The Parties agree to modify the Successor Agreement to provide that effective June 30, 2017, anyone hired on or before July 1, 2014 shall pay 7% of their health insurance premium in retirement, subject to a maximum of 3% of that person's gross retirement benefit from the New York State Employee Retirement System. Any employee retiring prior to July 1, 2017 and who was hired before July 1, 2014 will not contribute to health insurance in retirement.
5. All employees hired after July 1, 2014 shall pay 15% of their health insurance premium in retirement.
6. The MLD agrees to include a proposal to be drafted by IBEW which will permit members to maximize their sick leave payments at retirement as

contributions to their 457 (b) accounts, as long as such proposal is legally compliant and cost neutral to the MLD.

7. In the event one or more bargaining units agrees to implement action of a PPO-style health insurance option, either party may reopen negotiations relating to Health Insurance plans available to members.

8. Article III, Section 1: Snow Days:

Add: All MLD personnel are considered essential personnel and should make every attempt to report to their work place. Personnel unable to come to work due to weather conditions may use either a vacation day, personal day or sick leave to cover their absence.

Employees that come into work and are later sent home will not be charged any time off for that day. If PMLD has to recall personnel between the hours of 8 AM and 4 PM, after they have gone home, it will not be considered a 4 hour callout.

Employees on scheduled vacation, personal day or sick leave shall be charged time as scheduled for that day.

9. Article III, Section 3 Delete Auto Mechanic or Automotive Mechanic from paragraphs (b), (c)(i) and the Work Hours Summary Table.

10. Article III, Section 4 Delete Auto Mechanic from paragraph.

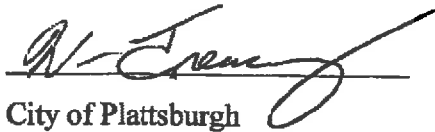
11. Article IV: Paragraph 2: Do away with Health Care add-on Schedule "B"
Para 6: Remove "immediate supervisor determines and replace with "Management or Line Supervisor determines"

12. Article V: Section 2, Sick Leave: Add: Employee shall notify Management immediately of any changes in scheduled vacation, sick leave or Personal leave

13. Article V Section 4: Change Personal time from being taken in 4 hour increments to 1 hour increments.

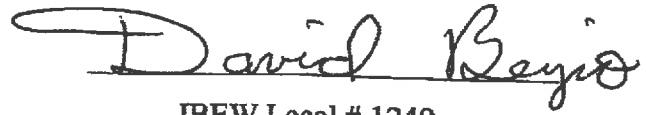
14. Article XIII: Miscellaneous Working Conditions: Para (q): Add: PMLD will pay the cost for employees to obtain their CDL license. Cost shall include the written exam costs. PMLD will only pay for exams with passing grades. PMLD will pay for the cost of the CDL license fee as long as Management requires the employee to have the license.

15. This Tentative Agreement is subject to ratification by the IBEW Membership and the City Common Council.

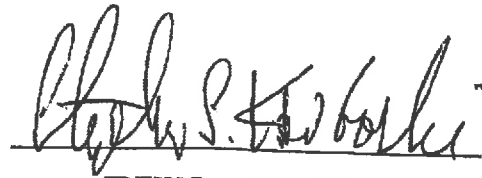


City of Plattsburgh

Municipal Lighting Department



IBEW Local # 1249



IBEW Local # 1249



Plattsburgh
YMCA

17 Oak Street
Plattsburgh, NY 12901
(518) 561-4290
www.plattsburghymca.com

May, 30, 2014

To: Mr. Mayor, the City Council and the Chief of Police:

The Plattsburgh YMCA will be scheduling their 10th annual "Tour de Rand Hill" Bike Ride on Saturday, July 19, 2014, at 9am. I am requesting the help of the City Police to provide a lead car for the cyclists to follow from the YMCA as they travel down Oak Street (Rt.22) to the intersection of Boynton Ave. In the past, a lead car provided traffic control at major intersections, and maintained a safe "neutral" start area after the Boynton Street and Oak Street intersection. The race route is from the YMCA to Camp Jericho; a 14 mile uphill ride.

The "Tour de Rand Hill" Bike Ride is a fundraiser for the Y. Proceeds from the event are for our programs and our general scholarship (financial aid) fund. Your approval and support would be appreciated.

Respectfully,

Patti Warner

Patti Warner: Event Director

plattypw@primelink1.net





June 2, 2014

AUTHORIZING GRANT APPLICATION DURKEE STREET

I, Sylvia Parrotte, City Clerk of the City of Plattsburgh, New York, do hereby certify that the following resolution was adopted at a regular meeting of the Plattsburgh City Council held on June 5, 2014, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended or revoked and is in full force and effect.

By Councilor _____; seconded by Council _____

WHEREAS: The City of Plattsburgh is committed to securing funding to conduct a Feasibility Study on Durkee Street as critical step in moving forward with the redevelopment of this location;

WHEREAS: Funds are available to support feasibility study through the 2014 New York State Consolidated Funding Application through the Empire State Development Fund and the Local Waterfront Revitalization Funds to support such activities;

WHEREAS: The City of Plattsburgh is aware of the match required by these funding sources and agrees to provide the funding and the oversight to execute the grant according to the timeline outlined in the application;

WHEREAS: The City is committed to creating a cross sector committee to advance the findings from the Feasibility Study and to make the investment from New York State worthwhile and sustainable;

RESOLVED: that the Mayor is hereby authorized empowered and directed to accept funds from, and enter into, and execute a project agreement with the State for such financial assistance for the City of Plattsburgh.

On Roll Call,

Sylvia Parrotte, City Clerk

(seal)



June 2, 2014

AUTHORIZING GRANT APPLICATION BEACH FEASIBILITY STUDY

I, Sylvia Parrotte, City Clerk of the City of Plattsburgh, New York, do hereby certify that the following resolution was adopted at a regular meeting of the Plattsburgh City Council held on June 5, 2014, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended or revoked and is in full force and effect.

By Councilor _____; seconded by Council _____

WHEREAS: The City of Plattsburgh is committed to securing funding to continue work on the Plattsburgh City Beach Feasibility Study in moving forward with the redevelopment of the City Beach;

WHEREAS: Funds are available to support feasibility study through the 2014 New York State Consolidated Funding Application through the Empire State Development Fund and the Local Waterfront Revitalization Funds to support such activities;

WHEREAS: The City of Plattsburgh is aware of the match required by these funding sources and agrees to provide the funding and the oversight to execute the grant according to the timeline outlined in the application;

WHEREAS: The City is committed to creating a cross sector committee to advance the findings from the Feasibility Study and to make the investment from New York State worthwhile and sustainable;

RESOLVED: The Mayor is hereby authorized, empowered and directed to accept funds from and enter into and execute a project agreement with the State for such financial assistance for the City of Plattsburgh.

On Roll Call,

Sylvia Parrotte, City Clerk

**RESOLUTION AUTHORIZING SETTLEMENT OF PENDING
ARTICLE 7 REAL PROPERTY ASSESSMENT CASES
COMMENCED BY ALDI, INC.**

RESOLUTION NO.: _____, 2014

INTRODUCED BY: _____
WHO MOVED ITS ADOPTION

SECONDED BY: _____

WHEREAS, Aldi, Inc., previously commenced Article 7 Real Property Assessment Review cases for 2012 and 2013 against the City of Plattsburgh concerning a certain parcel located at 328 Cornelia Street, identified as having Tax Map No.: 207.17-1-1, and

WHEREAS, the City's Assessor has recommended a settlement proposal to the City Council,

NOW, THEREFORE, BE IT

RESOLVED, that the Plattsburgh City Council hereby approves the settlement of the pending Article 7 cases against the City of Plattsburgh brought by Aldi, Inc. for 2012 and 2013 concerning the property identified as Tax Map No.: 207.17-1-1 in accordance with the following assessment values:

<u>Year/Petition:</u>	<u>Current Assessment</u>	<u>Revised Assessment</u>	<u>Reduction</u>
2012	\$1,747,100	\$1,567,000	\$180,100
2013	\$1,747,100	Unchanged	\$ 0

and

BE IT FURTHER,

RESOLVED, that the City Council agrees that the assessment on the property on the 2014 Assessment Roll will be revised to \$1,387,000, which will also be the assessment on the property on the 2015 Assessment Roll, and

BE IT FURTHER,

RESOLVED, that the City Council agrees that the assessment on the property on the 2016 Assessment Roll shall be \$1,567,000, and

BE IT FURTHER,

RESOLVED, that the City Council authorizes and directs payment of any and all refunds without interest, unless interest is ordered by the Court, to Aldi, Inc or its attorneys within sixty (60) days from the date that a Demand for Refunds is served upon the City, and

BE IT FURTHER,

RESOLVED, that the City Council further authorizes and directs the Mayor, City Assessor, Corporation Counsel, and/or Special Counsel to execute settlement documents on behalf of the City and take any additional steps necessary to effectuate the proposed settlement in accordance with the terms of this Resolution.

Duly adopted this _____ day of June, 2014, by the following vote:

AYES :

NOES :

ABSENT:



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

May 12, 2014

Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

*Amended to
\$ 17,298.00*

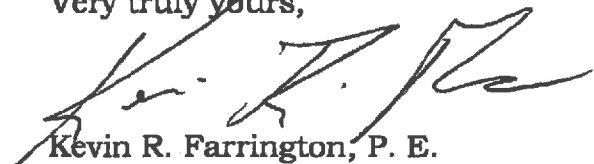
**Ref: Request for Permission for Mayor
To Sign Architectural & Engineering
Agreement with AES Northeast, PLLC,
Contract #2014-24**

Dear Mayor & Councilors:

It is requested that the Common Council authorize the Mayor to sign a Professional Service Agreement with **AES Northeast, PLLC, 10-12 City Hall Place, Plattsburgh, NY 12901** for design and construction support services associated with the mold removal from the City Marina Building on Dock Street. The cost associated with this service is **\$30,740.00** and will not be increased without prior Common Council approval.

Sufficient funding is available in capital project H5110.42 "2013 Bridge & Waterfront Project."

Very truly yours,



Kevin R. Farrington, P. E.
City Engineer

/dn

Attachment

CC: City Chamberlain
City Clerk



June 4, 2014

Mr. Kevin Farrington, City Engineer
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901

**RE: REVISED Proposal for Professional Architectural & Engineering Services
City Marina Building Rehabilitation, Dock Street
AES No. P2014076**

Dear Mr. Farrington,

Thank you again for contacting AES Northeast for professional architectural & engineering services for this project. As requested, the following presents our REVISED proposal for professional design and construction services, as well as mold remediation services.

As requested, we have removed the following services:

- Establishing a program and project scope. This will be delineated by the City.
- Bidding and construction phase services.
- Mold abatement project monitoring and post remediation assessment.

BASIC SCOPE OF PROJECT:

We propose to provide the services outlined below based on the following design parameters and basic scope:

The City of Plattsburgh proposes to conduct a limited rehabilitation of the existing 2,400 sq. ft. one story wood-framed structure as follows:

- Remediate mold and mildew from entire building (caused by flooding in 2011).
- Rehabilitate (2) toilet rooms: clean and remediate mold and mildew, replace water damaged drywall, flooring, etc.
- Construct (1) new unisex accessible toilet room including plumbing/wastewater work, finishes, fixtures, accessories.
- Rehabilitate (limited) all other rooms: clean and remediate mold and mildew; replace damaged drywall and ceilings.
- NO other renovations, alterations, etc. are planned. All other existing rooms, finishes, fixtures, electrical, HVAC, plumbing, etc. will remain as is.
- No building exterior/site/landscaping work is planned.

STANDARD SCOPE OF SERVICES SUMMARY:

AES Northeast's professional services for traditional building projects are based on the American Institute of Architects (AIA) standard scope of services outlined in their standard agreements, which encompasses all the basic phases of a capital construction project, as follows. Our services include all disciplines required for the project

including architectural design/engineering/drawings/specifications, and plumbing, HVAC and electrical design/engineering/drawings/specifications.

A1. Schematic Design and Design Development Phase: The first step usually involves the development of a program to establish the project scope, design parameters, etc. In this phase the preliminary plans of the facility are developed. In addition, all major materials and systems are outlined including the structural components, plumbing, HVAC (heating, ventilating and cooling) and electrical systems. At the completion of this phase a preliminary estimate of the project costs is prepared. All disciplines are provided including architectural design/engineering, and plumbing/HVAC/electrical engineering. This phase typically involves meetings with client to review and modify the design. Federal, State, and Local Zoning, Planning, and Permitting requirements are also reviewed in this phase to determine compliance with them.

*** Schematic Design & Documentation Outline**

- Design Process and Disciplines Coordination
- Architectural Design and Documentation
- Mechanical Design and Documentation
- Electrical Design and Documentation
- Interior Design and Documentation
- Materials Research and Specifications
- Estimating Probable Construction Costs
- Design Meetings and Presentations with Client

*** Design Development & Documentation Outline**

- Design Development – Design and Administration
 - Design Process and Disciplines Coordination
 - Architectural Design and Documentation
 - Mechanical Design and Documentation
 - Electrical Design and Documentation
 - Interior Design and Documentation
 - Materials Research and Specifications
 - Project Development Scheduling
 - Estimating Probable Construction Costs
 - Design Meetings and Presentations with Client
- Design Development – Content of Drawings
 - General Information Sheets
 - Floor Plans and Ceiling Plans
 - Interior Elevations
 - Wall Sections
 - Schedules: Finish and Door
 - Construction Details
 - Mechanical, Electrical, and Plumbing Schematics

A2. Mold and Moisture Assessment: Atlantic Testing Labs (ATL) will investigate the extent of the water damage, and resulting mold and moisture damage to determine the extent of remediation work that

needs to be conducted to make the building habitable/occupiable (see attached Exhibit A for full description of services).

- B1. Construction Documents Phase: During this phase, completely detailed drawings are prepared as needed to convey the project scope for competitive bidding. This also includes all details of the building renovation and schematic drawings of all plumbing, HVAC and electrical systems. (If applicable, these disciplines are separated in accordance with NYS requirements for public works projects). In addition, detailed specifications (Project Manual) are drafted to accompany the construction drawings. All the major materials, systems, and products are specified. Bidding requirements are also drafted to incorporate in the Project Manual. Lastly, the estimate of the project costs is updated.

*** Construction Documents Outline**

- Construction Drawings – Production Management
 - Disciplines Coordination and Document Checking
 - Architectural Design and Documentation
 - Mechanical Design and Documentation
 - Electrical Design and Documentation
 - Interior Design and Documentation
 - Project Development Scheduling
 - Estimating Probable Construction Costs
 - Design Meetings and Presentations with Client
- Construction Drawings – Content of Drawings
 - General Information Sheets
 - Floor Plans and Ceiling Plans
 - Enlarged Toilet Room Plans and Elevations
 - Schedules: Finish, Door
 - Construction Details
 - Mechanical, Electrical, Plumbing Schematics, and Equipment Schedules
- Technical Specifications, Bidding Requirements, General Conditions, and Construction Contracts

- B2. Mold Remediation Plan: Atlantic Testing Labs (ATL) will prepare a mold remediation plan including drawings and specifications (see attached Exhibit A for full description of services).

- ~~C1. Bidding and Construction Phase: During this phase of the project the architect/engineer will administer the bidding process and construction phase to assure the owner the completion of the project in accordance with the construction documents. This is the "quality assurance" phase of the project.~~

- ~~○ Notice to bidders, response to RFI's, prepare addendums, conduct pre-bid meeting (if applicable), conduct bid opening, review bids, and recommend award.~~
- ~~○ Prepare and administer construction contracts between the Owner and Contractors (municipal law requires (4) prime contractors on public works projects over \$500,000, if applicable).~~

- ~~○ Conduct and administer preconstruction meeting and periodic construction meetings; prepare and distribute meeting notes.~~
 - ~~○ Review technical "submittals" (product information and shop drawings) by contractors to assure compliance with the project specifications.~~
 - ~~○ Conduct periodic visits to the construction site to observe the work and verify compliance with the project specifications; check the quality of the work and reject work that is not in compliance.~~
 - ~~○ Review and certify to the Owner, the contractor's applications for payment, based upon work completed.~~
 - ~~○ Provide all (telephone and email) technical support to the Owner and Contractors to resolve issues and progress the work.~~
 - ~~○ Conduct final reviews of the work and make a "Punchlist" (list of incomplete work items); publish, and distribute list to Owner and Contractors to facilitate "closure" and completion of the project.~~
 - ~~○ Administer contractor's submission of records plans, payment affidavits, release of liens, warranties, and other documentation to assure proper "closeout" of the project.~~
- C2. Mold Remediation Project Monitoring and Post Remediation Assessment: Atlantic Testing Labs (ATL) will conduct observations of the cleanup work to verify all known mildew damaged building materials have been abated, sanitized, removed or replaced. In addition, ATL will conduct air and surface testing to verify the mold has been removed (see attached Exhibit A for full description of services).
- D. General Exclusions: Hidden and concealed mold, mildew and water damaged building materials that are not readily visible, are EXCLUDED from this proposal. The discovery of hidden and concealed mold, mildew and water damaged building materials is also EXCLUDED. ATL will make some reasonable investigations to determine the extent of mold and moisture.

The following services can be provided as needed as a reimbursable service:

- Hazardous materials surveys, abatement design, and air/project monitoring services (lead paint, asbestos, etc.)
- Geotechnical (subsoil) investigations for foundation design, etc.
- SWPPP: Stormwater Pollution Prevention Plan design and details.
- Permitting: Local, State, and Federal Agency applications, submissions, documents, meetings, etc.(i.e. APA, DEC, DOH, USDA-RD, OMRDD, OMH, SUCF, SEDFP, SEQRA, Counties, Cities, Towns, Villages, etc.)
- Topographic and boundary surveys of property/building site
- Archeological/Cultural Resources Surveys and other special studies required by governing agencies
- LEED consultation, development and certification
- Resident Project Representative Services (a.k.a. 'Clerk-of-the-Works')
- Civil/site engineering drawings
- Structural engineering/drawings
- Landscape design/drawings

FEE PROPOSAL:

We are pleased to submit an estimated fee proposal in the amount of \$17,298* (Seventeen Thousand Two Hundred Ninety Eight Dollars) for the services described above plus standard reimbursables (prints, copies, mileage). The mold remediation services is an estimated fee based on estimated samples and limited monitoring days (2 maximum). This portion of the fee could vary, but we believe it is adequate based on limited knowledge of the building condition.

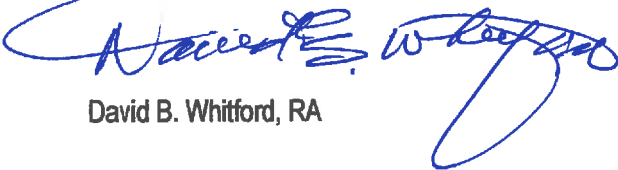
The following presents an outline of these services:

Pre-Design and Planning Services	\$ 1,527.00
Mold and Moisture Assessment	\$ 2,825.00*
Schematic Design/Design Development	\$ 5,010.00
Construction Documents (Final Plans & Specs)	\$ 7,515.00
Mold Remediation Plan	\$ 1,948.00*
Bidding Services	\$ 1,497.00
Construction Phase Support Services	\$ 7,112.00
Mold Project Monitoring and Post Remediation Assessment	\$ 3,306.00*
Total	\$17,298.00*

*All fees are estimated for mold remediation services and dependent upon the final number of sampling, monitoring days, etc. The project monitoring is limited to 2 days. The City will be invoiced for mold remediation services rendered and these amounts could vary depending on actual conditions. However, we believe the estimated fees are adequate, based on limited knowledge of the building conditions.

Thank you again for the opportunity to present a proposal for professional architectural/engineering services and we hope to work on this project with the City of Plattsburgh. Please call if there are any questions or comments.

Sincerely,



David B. Whitford, RA

EXHIBIT A
SCOPE OF SERVICES

City Marina Building
Plattsburgh, Clinton County, New York

Based on the information provided to ATL by AES Northeast, it is our understanding that the project consists of providing mold consulting services for a marina building in Plattsburgh, Clinton County, New York. The scope of services contained herein include items for mold and moisture assessment, mold remediation design and consultation, mold remediation project monitoring, and post-remediation assessment. Fee schedules contained in EXHIBIT B are similarly categorized. CLIENT will be responsible for selecting, requesting, authorizing, and scheduling services. CLIENT agrees that ATL is not responsible for performing services that are neither requested nor authorized by CLIENT. Access to the subject property will be required throughout the duration of the PROJECT.

A. ATL could provide the following field services:

Mold and Moisture Assessment

1. Provide an **Environmental Scientist or Engineer** and an **Environmental Technician** to perform a site reconnaissance, to include the following:
 - ♦ If pertinent, interview designated representatives to ascertain a historical review of episodic and persistent water infiltration and/or damage
 - ♦ Visually observe accessible building components, utilizing nondestructive techniques, for gross visual surface mold
 - ♦ Identify potential sources of moisture contamination and/or water infiltration, to the extent possible with existing finishes and equipment available
 - ♦ Identify building materials that have potential to contain mold-propagating nutrient sources, and which characteristically accommodate mold growth. Analyze a representative quantity of sheetrock and/or wood materials (if present) for moisture content, utilizing a moisture meter.
 - ♦ Assess representative surfaces/building components using an infrared camera, to evaluate temperature gradients and identify location of potential water/moisture impact.

2. Collect bulk/surface and air samples for laboratory analysis. The samples will be submitted to an American Industrial Hygiene Association (AIHA) accredited laboratory for analysis.

For suspected visual mold growth, confirmatory surface swab, tape, and/or bulk samples may be collected for laboratory analysis. For suspected olfactive mold growth, confirmatory air samples may be collected from the interior of the building at selected locations. The air sampling event will include background samples that will be collected outside the structure. If severe weather conditions (e.g., high wind velocity, rain, snow) impede background sample collection, then distant non-complaint/non-impacted areas within the building may be substituted.

3. Provide laboratory analysis for collected samples. Unless otherwise requested, laboratory analysis will be performed on a 1-week turn-around time (TAT) basis, subsequent to receipt of the samples by the laboratory.
4. Prepare a mold and moisture assessment report to include the following:

- ◆ Summary of the field observations, sampling activities and methodology
- ◆ Summary of recorded field measurements
- ◆ Photographic documentation of the infrared camera assessment results
- ◆ Tabular summary of laboratory data
- ◆ A site sketch (not-to-scale), depicting the sample locations and, if applicable, the location of impacted areas. Existing floor plans, to be provided by the CLIENT, will be used as the basis for the sample location plans.
- ◆ Copies of laboratory reports and associated sample custody documentation
- ◆ A discussion of findings relevant to the mold and moisture assessment conducted

Mold Remediation Design and Consultation

1. Provide an **Environmental Scientist/Engineer** to prepare mold remediation design documentation for identified mold-impacted areas.
2. Provide a **CAD Technician** to prepare drawings with applicable notes and details for the mold remediation. Existing floor plans, to be provided by the CLIENT, will be used as the basis for the mold remediation drawings.
3. Prepare and submit a Draft Submittal Package of the mold remediation design. It is anticipated that one set of comments will be made on the Draft Submittal Package. ATL will incorporate comments, as warranted, on the Draft Submittal Package and prepare a Final Design Package, which will include drawings and specifications. Addenda to the specifications will be provided if additional information is required for clarification or to address modifications in the scope of work.
4. If requested, provide consultation during development of Request for Proposal (RFP) documentation to be submitted to mold remediation contractors.
5. If requested, perform an on-site walk-through with mold remediation contractors interested in performing mold remediation activities at the referenced facility.
6. If requested, review pertinent and applicable submittals from the selected mold remediation contractor. It is anticipated that pertinent and applicable submittals may include contractor work experience and certifications, mold remediation work plan, and Material Safety Data Sheets (MSDS) for chemicals or products to be used during mold remediation.

Mold Project Monitoring

1. Provide an **Environmental Technician** to monitor the project phasing and performance of the mold abatement contractor, as these pertain to mold remediation.

All decontamination facilities and personal protective equipment, with the exception of respiratory protection, will be provided by the mold abatement contractor.
2. Prepare a mold project monitoring report to include the following:
 - ◆ Chronological summary of the sampling activities and methodology
 - ◆ Daily field logs
 - ◆ Photograph log

If a post-remediation assessment is also requested and performed, the mold project monitoring report will be combined with the post-remediation assessment report.

Post-Remediation Assessment

1. Provide an **Environmental Scientist or Engineer** to conduct a visual assessment upon satisfactory completion of work by the mold abatement contractor, and collect samples.

Post-Remediation Assessment

1. Provide an **Environmental Scientist or Engineer** to conduct a visual assessment upon satisfactory completion of work by the mold abatement contractor, and collect samples. Post-remediation samples will include air samples collected from similar locations as pre-remediation air samples, and may also include surface samples from selected locations.

All decontamination facilities and personal protective equipment, with the exception of respiratory protection, will be provided by the mold abatement contractor.

2. Submit samples to an AIHA accredited laboratory for analysis. Unless otherwise requested, laboratory analysis will be performed on a 1-week TAT basis, subsequent to receipt of the samples by the laboratory.
3. Prepare a post-remediation assessment report to include the following:
 - ◆ Summary of the field observations, sampling activities and methodology
 - ◆ Photograph log
 - ◆ Tabular summary of laboratory data
 - ◆ A site sketch (not-to-scale), depicting the sample locations. Existing floor plans, to be provided by the CLIENT, will be used as the basis for the sample location plans.
 - ◆ Copies of laboratory reports and associated sample custody documentation
 - ◆ A discussion of findings

If mold project monitoring is also requested and performed, the post-remediation assessment report will be combined with the mold project monitoring report.

B. CLIENT will be responsible for the following:

1. Provide floor plan drawings for the subject building, and applicable information pertaining to known or anticipated historical causes or sources of persistent water infiltration and/or damage.
2. Provide an electrical source for the use of necessary equipment.
3. Provide safe access to the project site and the sampling locations.
4. Restoration and building finishes in the mold remediation areas and/or intrusive sample locations.

NOTES TO THE SCOPE OF SERVICES

We require a minimum of five days advance notice prior to project initiation and two days advance notice for subsequent scheduling of field services. Cancellation of scheduled services must be received prior to personnel departure for the PROJECT site, or a minimum charge in accordance with the Fee Schedule will be applicable.



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

June 4, 2014

Mayor James Calnon
and
Members of the Common Council
41 City Hall Place
Plattsburgh, N.Y. 12901

**REF: Recommendation of Award for
"West Court Street Roadway &
Utility Improvements;"
Contract #2014-11**

Dear Mayor Calnon & Councilors:

We received and opened bids on Tuesday, June 3, 2014 for Contract# 2014-11, "West Court Street Roadway and Utility Improvements, Prospect Avenue – Draper Avenue." A bid tabulation is attached for reference.

I have reviewed the bids and find they conform to the specified requirements. Therefore, I recommend that a contract be awarded to, **"Luck Brothers Inc., 73 Trade Road, Plattsburgh, NY 12901, for the a total cost of \$442,442.00.**

Sufficient funding is available in H5110.44 2014 Street Resurfacing; H8320.75 2014 Water Distribution Improvements; H8320.74 2013 Water System Upgrade, and H5110.30 2010 Street Resurfacing.

Very truly yours,

Kevin R. Farrington, P.E.
City Engineer

/dn

Attach.(1)

CC: City Clerk
City Chamberlain
Mike Brodi, Supt. Public Works

CITY OF PLATTSBURGH

BID TITLE:

West County St Roadway Utility
2014-11 Improvement

BID OPENING DATE

June 3rd 2014 10:30 AM

1-Add

NAME & ADDRESS OF BIDDERS

AMOUNT OF BID

NCBC

SECURITY

Luck Bros 13 Trade Rd Plattsburgh NY
 Susan Fuller Contracting Inc POB 386 Keeseville NY
 Northern Snow Dr 24 Highland Dr Plattsburgh NY

\$ 442,442.00

\$ 475,750.00

\$ 491,111.00

Bond

Bond

Bond

88

613



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

May 6, 2014

Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

**Ref: Award of "Champlain Valley Transportation
Museum Bids," Contract #2014-14GC,
HVAC, Plumbing, and Electrical
PIN 7804.83, D030445**

Dear Mayor & Councilors:

On May 22, 2014 we received bids for the subject project, which is a total fulfillment of our federally funded project. Attached are the bid tabulations of the 4 above contracts.

Foit Albert has analyzed the bids and recommends the following be awarded, contingent upon NYSDOT concurrence:

BID	CONTRACTOR	AMOUNT
Gen. Bldg./Site Civil:	Tracey Trombley Construction Co.	\$599,461.00
Electrical:	William J. Murray Inc.:	\$107,000.00
Mechanical:	L.H. LaPlante Co. Inc.:	\$ 97,000.00
Plumbing:	L.H. LaPlante Co. Inc.:	\$ 90,000.00
		<hr/> \$893,461.00

Funding for the project will be provided from Capital Project H3410.33, which includes Federal Highway Administration Transportation Enhancement Program (TEP) funding. The Champlain Valley Transportation Museum will provide additional funding for costs that exceed the project budget..

Very truly yours,


Kevin R. Farrington, P.E.
City Engineer
/dn

CC: Michael Boon, Foit Albert Project Manager
Nancy Catalina, NYSDOT Liaison
City Clerk
City Chamberlain

Enclosures: Signed Bid Proposal
Signed Non-Collusive Bidding Statement
Debarment History Certification
Proof of Advertisement
DBE Package
Bid Analysis

June 2, 2014

Nancy Catalina
Regional Local Project Liaison
NYSDOT Region 7
317 Washington Street
Watertown, New York 13601

**Re: Champlain Valley Transportation Museum, General Building/Site Civil Contract
City of Plattsburgh Contract #2014-14GC
City of Plattsburgh, Clinton County, NY
P.I.N. 7804.83 Memorandum of Bids**

Dear Ms. Catalina:

The analysis of the bid results for the above referenced project has been completed. The following is a summary of the analysis.

Bid Verification.

The bids were verified by Foit-Albert Associates on May 27, 2014.

Authorization for Advertisement (Letting)

The project was authorized for advertisement by NYSDOT on April 10, 2014.

Advertisement

The project was advertised in the New York State Contract Reporter on April 28, 2014, and in The Press Republican newspaper on April 25, 2014. A copy of the advertisements is attached.

Bid Proposal Recommended Bidder

The bid proposal submitted by the low bidder Tracy Trombley Construction Co., Inc.. is attached. Included in the proposal is the signed non-collusive bidding statement, Acknowledgement of Receipt of Addenda (2 Addendums issued and copies attached), and Disclosure of Lobbying Activities.

Disadvantaged Business Enterprise Goals

A DBE goal included in this contract is 3%. Tracy Trombley will meet the DBE goal based on the attached AAP-19LL and AAP-20LL.

Verification of Low Bidder

All bids were tabulated (see attached spreadsheet) and checked for mathematical or other errors. There were no errors found.

The bidders are ranked below from lowest to highest.

<u>Rank</u>	<u>Bidders Name</u>	<u>Bid Amount</u>
1.	Tracy Trombley Construction Co., Inc..	\$599,461.00
2.	Branon Construction Co., Inc.	\$608,352.00
3.	Luck Bros., Inc.	\$678,352.22
4.	Murnane Building Contractors, Inc.	\$739,796.00

Comparison with Engineer's Estimate

The low bid was 4.5% lower than the engineers estimate. The low bid is balanced and complete.

Bidder Responsibility

The low bidder Tracy Trombley Construction Co., Inc. was checked on the GSA SAM website, the NYSDOL monthly debarred list, and the OSHA website for possible safety violations and the NYSDOS website and did not find negative information concerning the low bidder on the queried websites. A copy of the bidder responsibility printouts is attached.

Qualifications of Low Bidder

We have reviewed the qualifications of the low bidder, and believe they are qualified for this type of project.

Certification

"I hereby certify that this contract was bid in accordance with all federal and municipal bidding procedures and includes all bids received at a public opening held at the City of Plattsburgh City Clerk's Office on May 22, 2014 at 10:30 A.M. for a contract in the City of Plattsburgh known as the Champlain Valley Transportation Museum General Building/Site Civil Contract".

Recommendation

It is my recommendation that the project be awarded to the lowest responsible bidder, Tracy Trombley Construction Co., Inc. in the amount of \$599,461.00.

By this memorandum I am requesting your concurrence to award this contract.

Sincerely,

Kevin Farrington, P.E.
City Engineer
City of Plattsburgh

June 2, 2014

Nancy Catalina
Regional Local Project Liaison
NYSDOT Region 7
317 Washington Street
Watertown, New York 13601

**Re: Champlain Valley Transportation Museum, Electrical Contract
City of Plattsburgh Contract #2014-14E
City of Plattsburgh, Clinton County, NY
P.I.N. 7804.83 Memorandum of Bids**

Dear Ms. Catalina:

The analysis of the bid results for the above referenced project has been completed. The following is a summary of the analysis.

Bid Verification.

The bids were verified by Foit-Albert Associates on May 27, 2014.

Authorization for Advertisement (Letting)

The project was authorized for advertisement by NYSDOT on April 10, 2014.

Advertisement

The project was advertised in the New York State Contract Reporter on April 28, 2014, and in The Press Republican newspaper on April 25, 2014. A copy of the advertisements is attached.

Bid Proposal Recommended Bidder

The bid proposal submitted by the low bidder William J. Murray, Inc. is attached. Included in the proposal is the signed non-collusive bidding statement, Acknowledgement of Receipt of Addenda (2 Addendums issued and copies attached), and Disclosure of Lobbying Activities.

Disadvantaged Business Enterprise Goals

A DBE goal was not included in this contract.

Verification of Low Bidder

All bids were tabulated (see attached spreadsheet) and checked for mathematical or other errors. There were no errors found.

The bidders are ranked below from lowest to highest.

<u>Rank</u>	<u>Bidders Name</u>	<u>Bid Amount</u>
1.	William J. Murray, Inc.	\$107,000.00

2.	S&L Electric, Inc.	\$117,206.00
3.	Harold R. Clune, Inc.	\$118,469.00
4.	Brockway Mechanical Systems, Inc.	\$118,919.00

Comparison with Engineer's Estimate

The low bid, was 24% below the engineers estimate. The low bid is balanced and complete.

Bidder Responsibility

We checked the low bidder, William J. Murray, Inc. on the GSA SAM website, the NYSDOL monthly debarred list, and the OSHA website for possible safety violations and one planned inspection in June 2011 and the case was closed in September 2011 and the NYSDOS website and did not find negative information concerning the low bidder on the queried websites. A copy of the bidder responsibility printouts is attached.

Qualifications of Low Bidder

We have reviewed the qualifications of the low bidder, and believe they are qualified for this type of project.

Certification

"I hereby certify that this contract was bid in accordance with all federal and municipal bidding procedures and includes all bids received at a public opening held at the City of Plattsburgh City Clerk's Office on May 22, 2014 at 10:30 A.M. for a contract in the City of Plattsburgh known as the Champlain Valley Transportation Museum Electrical Contract".

Recommendation

It is my recommendation that the project be awarded to the lowest responsible bidder, William J. Murray, Inc. in the amount of \$107,000.00.

By this memorandum I am requesting your concurrence to award this contract.

Sincerely,

Kevin Farrington, P.E.
City Engineer
City of Plattsburgh

June 2, 2014

Nancy Catalina
Regional Local Project Liaison
NYSDOT Region 7
317 Washington Street
Watertown, New York 13601

**Re: Champlain Valley Transportation Museum, HVAC Contract
City of Plattsburgh Contract #2014-14M
City of Plattsburgh, Clinton County, NY
P.I.N. 7804.83 Memorandum of Bids**

Dear Ms. Catalina:

The analysis of the bid results for the above referenced project has been completed. The following is a summary of the analysis.

Bid Verification.

The bids were verified by Foit-Albert Associates on May 27, 2014.

Authorization for Advertisement (Letting)

The project was authorized for advertisement by NYSDOT on April 10, 2014.

Advertisement

The project was advertised in the New York State Contract Reporter on April 28, 2014, and in The Press Republican newspaper on April 25, 2014. A copy of the advertisements is attached.

Bid Proposal Recommended Bidder

The bid proposal submitted by the low bidder L.H. LaPlante Co. Inc. is attached. Included in the proposal is the signed non-collusive bidding statement, Acknowledgement of Receipt of Addenda (2 Addendums issued and copies attached), and Disclosure of Lobbying Activities.

Disadvantaged Business Enterprise Goals

A DBE goal was not included in this contract.

Verification of Low Bidder

All bids were tabulated (see attached spreadsheet) and checked for mathematical or other errors. There were no errors found.

The bidders are ranked below from lowest to highest.

<u>Rank</u>	<u>Bidders Name</u>	<u>Bid Amount</u>
1.	L.H. LaPlante Co., Inc.	\$97,000.00

- | | |
|--|--------------|
| 2. Brockway Mechanical Systems, Inc. | \$97,979.00 |
| 3. J. Hogan Refrigeration & Mechanical, Inc. | \$125,600.00 |

Comparison with Engineer's Estimate

The low bid, was 1.6% above the engineers estimate. The low bid is balanced and complete.

Bidder Responsibility

We checked the low bidder, L.H. LaPlante Co., Inc. on the GSA SAM website, the NYSDOL monthly debarred list, and the OSHA website for possible safety violations and the NYSDOS website and did not find negative information concerning the low bidder on the queried websites. A copy of the bidder responsibility printouts is attached.

Qualifications of Low Bidder

We have reviewed the qualifications of the low bidder, and believe they are qualified for this type of project.

Certification

"I hereby certify that this contract was bid in accordance with all federal and municipal bidding procedures and includes all bids received at a public opening held at the City of Plattsburgh City Clerk's Office on May 22, 2014 at 10:30 A.M. for a contract in the City of Plattsburgh known as the Champlain Valley Transportation Museum HVAC Contract".

Recommendation

It is my recommendation that the project be awarded to the lowest responsible bidder, L.H. LaPlante, Co., Inc. in the amount of \$97,000.00

By this memorandum I am requesting your concurrence to award this contract.

Sincerely,

Kevin Farrington, P.E.
City Engineer
City of Plattsburgh

June 2, 2014

Nancy Catalina
Regional Local Project Liaison
NYSDOT Region 7
317 Washington Street
Watertown, New York 13601

**Re: Champlain Valley Transportation Museum, Plumbing Contract
City of Plattsburgh Contract #2014-14P
City of Plattsburgh, Clinton County, NY
P.I.N. 7804.83 Memorandum of Bids**

Dear Ms. Catalina:

The analysis of the bid results for the above referenced project has been completed. The following is a summary of the analysis.

Bid Verification.

The bids were verified by Foit-Albert Associates on May 27, 2014.

Authorization for Advertisement (Letting)

The project was authorized for advertisement by NYSDOT on April 10, 2014.

Advertisement

The project was advertised in the New York State Contract Reporter on April 28, 2014, and in The Press Republican newspaper on April 25, 2014. A copy of the advertisements is attached.

Bid Proposal Recommended Bidder

The bid proposal submitted by the low bidder L.H. LaPlante Co. Inc. is attached. Included in the proposal is the signed non-collusive bidding statement, Acknowledgement of Receipt of Addenda (2 Addendums issued and copies attached), and Disclosure of Lobbying Activities.

Disadvantaged Business Enterprise Goals

A DBE goal was not included in this contract.

Verification of Low Bidder

All bids were tabulated (see attached spreadsheet) and checked for mathematical or other errors. There were no errors found.

The bidders are ranked below from lowest to highest.

<u>Rank</u>	<u>Bidders Name</u>	<u>Bid Amount</u>
1.	L.H. LaPlante Co., Inc.	\$90,000.00

2. Brockway Mechanical Systems, Inc.

\$118,118.00

Comparison with Engineer's Estimate

The low bid, was 22% below the engineers estimate. The low bid is balanced and complete.

Bidder Responsibility

We checked the low bidder, L.H. LaPlante Co., Inc. on the GSA SAM website, the NYSDOL monthly debarred list, and the OSHA website for possible safety violations and the NYSDOS website and did not find negative information concerning the low bidder on the queried websites. A copy of the bidder responsibility printouts is attached.

Qualifications of Low Bidder

We have reviewed the qualifications of the low bidder, and believe they are qualified for this type of project.

Certification

"I hereby certify that this contract was bid in accordance with all federal and municipal bidding procedures and includes all bids received at a public opening held at the City of Plattsburgh City Clerk's Office on May 22, 2014 at 10:30 A.M. for a contract in the City of Plattsburgh known as the Champlain Valley Transportation Museum Plumbing Contract".

Recommendation

It is my recommendation that the project be awarded to the lowest responsible bidder, L.H. LaPlante, Co., Inc. in the amount of \$90,000.00..

By this memorandum I am requesting your concurrence to award this contract.

Sincerely,

Kevin Farrington, P.E.
City Engineer
City of Plattsburgh



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held June 5th, 2014, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on June 5th, 2014, and

WHEREAS, the Capital Expenditure Plan adopted January 9th, 2014, includes a Public Service Buildings category, and

WHEREAS, the Engineering and Planning Department is establishing a 2014 Building Improvements project that is included in the Capital Expenditure Plan adopted January 9th, 2014, and

WHEREAS, the cost of the 2014 Building Improvements project has been estimated by the Engineering and Planning Department for the building improvement costs during 2014, as follows:

	2014 Capital Plan	2014 Estimated Cost
Fire Station 2, Roof Replacement	<u>\$ 120,000</u>	<u>\$ 120,000</u>
Total	<u>\$ 120,000</u>	<u>\$ 120,000</u>
Project Funding:		
General Fund	<u>\$ 120,000</u>	<u>\$ 120,000</u>
Total	<u>\$ 109,000</u>	<u>\$ 109,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 5th day of June 2014, as follows:

- 1) That, the amount of One Hundred Twenty Thousand and 00/100 (\$120,000.00) Dollars is hereby appropriated for the Capital Project **2014 Building Improvements (H3410.37)** for the cost of the building improvements as described above and is hereby authorized to be expended for such purpose.
- 2) That, One Hundred Twenty Thousand and 00/100 (\$120,000.00) Dollars of such appropriation be provided by an advance from the General Fund in order to provide for the improvement costs, but that such advance must be repaid to the General Fund by year end through funding of this portion of the project with Bond Anticipation Notes or Serial Bonding.
- 3) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

MEMORANDUM

TO: Richard Marks, City Chamberlain
FROM: Kevin Farrington, City Engineer
DATE: February 3, 2014
REF: Request for Establishment of Capital Project

It is requested that a capital budget be established and funds appropriated for the following:

11 PUBLIC SERVICE BUILDINGS

	APPROVED BUDGET	SOURCE OF FUNDS
Fire Sta. 2, Roof replacement	\$ 120,000.00	General
Police Garage Building	\$ 145,000.00	General <i>MOVES FORWARD</i>
Total:	\$ 265,000.00	

CC: Randy Stone, Ass't Chief
Desi Rascicot, Police Chief



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held June 5th, 2014, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on June 5th, 2014, and

WHEREAS, the Capital Expenditure Plan adopted January 9th, 2014, includes a Recreation Department Facilities category, and

WHEREAS, the Engineering and Planning Department is establishing a 2014 Recreation Facilities project that is included in the Capital Expenditure Plan adopted January 9th, 2014, and

WHEREAS, the cost of the 2014 Recreation Facilities project has been estimated by the Engineering and Planning Department for the project costs during 2014, as follows:

	2014 Capital Plan	2014 Estimated Cost
Crete Brothers Gym Lockers	\$ 23,000	\$ 23,000
Total	<u>\$ 23,000</u>	<u>\$ 23,000</u>

Project Funding:

Rec Complex Fund	\$ 23,000	\$ 23,000
Total	<u>\$ 23,000</u>	<u>\$ 23,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 5th day of June 2014, as follows:

- 1) That, the amount of Twenty-three Thousand and 00/100 (\$23,000.00) Dollars is hereby appropriated for the Capital Project **2014 Recreation Facilities (H7220.41)** for the cost of the project as described above and is hereby authorized to be expended for such purpose.
- 2) That, Twenty-three Thousand and 00/100 (\$23,000.00) Dollars of such appropriation be provided by an advance from the Rec Complex Fund in order to provide for the improvement costs, but that such advance must be repaid to the Rec Complex Fund by year end through funding of this portion of the project with Bond Anticipation Notes or Serial Bonding.
- 3) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

MEMORANDUM

TO: Richard Marks, City Chamberlain
FROM: Kevin Farrington, City Engineer
DATE: February 3, 2014
REF: Request for Establishment of Capital Project

It is requested that a capital budget be established and funds appropriated for the following:

13 RECREATION DEPARTMENT FACILITIES

	APPROVED BUDGET	SOURCE OF FUNDS
<u>Gym Lockers</u>	\$23,000.00	General Rec Complex Fund

CC: Steve Peters, Supt. Recreation Dept.



Plattsburgh, New York

Randal J. Stone
Assistant Chief

Plattsburgh Fire
Department 65
Cornelia Street
Plattsburgh, NY
12901

PLATTSBURGH FIRE DEPARTMENT TRAVEL REQUEST

Date: June 5, 2014

To: Mayor and Councilors

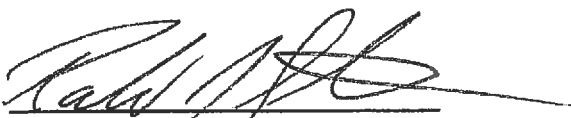
From: Fire Chief Randal Stone

Re: Travel Request for four Officers to attend the Crude by Rail Emergency Response Training

Attending:

Course Dates: August 18-20/2014
September 10-12/2014

Cost: Total Cost Not To Exceed \$850
Expenses to Travel to and from Airport and Baggage Fees
(Meals, Airplane Tickets and Lodging Fees Covered)


Randal Jay Stone
Fire Chief



Environment & Hazardous Materials Transportation
Engineering Services

7550 Ogden Dale Road SE
Calgary, Alberta
T2C 4X9
Fax - 403 319 3883

April 30, 2014

RE: Crude by Rail – Emergency Response Training

Dear First Responder:

Canadian Pacific is pleased to extend an invitation to attend the Crude by Rail Emergency Response Course at the Security, and Emergency Response Training Center (SERTC) in Pueblo, Colorado.

This invitation is for up to five fire fighters from your department and specifically includes:

- Tuition for the 3-day course
- Travel costs, lodging, and most meals

Travel costs to and from home airport and baggage fees are not included.

This training opportunity will provide in-depth classroom and hands-on training at a world-class facility. A flyer produced by SERTC is enclosed. Travel days are the day prior to and the day after the training.

The available training dates for Canadian Pacific's Crude by Rail Emergency Response Course are as follows:

Available Dates 2014	Aug 18-20	Aug 20-22	Sept 10-12	Oct 13-15	Oct 15-17
Available Spots	40	40	40	40	28

If you would like to attend, please RSVP to Denise Bessette (Denise_Bessette@cpr.ca) by completing the appended reservation form for each individual from your department and copy the CP Hazardous Materials Specialist that contacted you. Completed reservation forms must be received by June 14th, 2014 to reserve your seats. Please be aware that the available training spots are on a first come first serve basis. If the dates you selected are full we will advise you.

Once we receive your registration form CP will provide additional details on travel and lodging.

If you know of any neighboring fire departments or mutual aid partners who would also benefit from this training, please let the CP Hazardous Materials Specialist that contacted you know so we can contact them directly.

Canadian Pacific looks forward to working with your department toward our common goal of improving public safety.

Sincerely,

Jim Kozey

Jim Kozey | Director Hazardous Material Programs |BLDG #1, 7550 Ogdendale Road SE, Calgary, AB T2C 4X9|
403 319 3633 Canadian Pacific



Crude By Rail Emergency Response

at the Security and Emergency Response Training Center

This program will provide the first responder basic knowledge, skills, and abilities to respond to incidents involving Crude by rail. The program is delivered over 3 days (24 hours) with over 60% field exercise. The program covers: the history of crude oil, chemical and physical properties of the different crude oil transported, basic site and damage assessment, tank car design and construction. Additional subjects include: tactical product control methods including the application of firefighting foam agents, water and spill control procedures, planning for crude oil incidents, and the environmental impacts.

The practical evolutions will include a demonstration of Crude Oil fires, boil overs, and foam applications as applied to Crude Oil incidents by rail and advanced firefighting techniques. The practical evolutions will culminate in a full-scale derailment exercise.

Prerequisites:

- Firefighter I, or equivalent level of training (including Hazardous Materials Operations)

Participant Needs to Bring:

- Leather work gloves
- Safety steel toe or composite toe boots
- Approved structural firefighter protective ensemble
- Padlock for lockers

SERTC Provides:

- Self-Contained Breathing Apparatus that meets Respiratory Protection Standard (OSHA 29CFR 1910.134).



Register Today
www.regonline.com/CBR



ASSOCIATION OF
AMERICAN RAILROADS

TCI

**Security and Emergency
Response Training Center**

Transportation Technology Center, Inc., a subsidiary of the Association of American Railroads
55500 DOT Rd | Pueblo, CO. 81001 | 719.584.0584 | www.sertc.org | sertc@aar.com

**REAL PROPERTY TAX SERVICE AGENCY
CLINTON COUNTY GOVERNMENT CENTER**

137 Margaret Street Suite 210
Plattsburgh, New York 12901

Martine M. Gonyo, C.C.D.
Director
518-565-4760
FAX 518-565-4773



May 14, 2014

Mayor James Calnon
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor Calnon:

Re: Lake City Properties LLC
221.11-9-20.2

Section 550; Subd 2; Paragraph i of Real Property Tax Law states a clerical error is an entry on a tax roll which is incorrect by reason of a mistake in transcription of a relieved school tax or relieved village tax.

In this particular case, the omitted tax on parcel 221.11-9-20.2 was calculated based on an assessment of \$932,900 when it should have been calculated on an assessment of \$650,000.

We request that the information provided by the City of Plattsburgh assessor be used to determine the amount of refund due Lake City Properties for the 2013 city taxes.

Sincerely,

A handwritten signature in cursive script that reads "Martine M. Gonyo".

Martine M. Gonyo
Director of Real Property

/mmg

✓cc: Kathy Livingston, City of Plattsburgh Assessor

MAKE CHECKS, DRAFTS OR MONEY ORDERS PAYABLE TO:

City Chamberlain
City of Plattsburgh
6 Miller Street
Plattsburgh, NY 12901

City of Plattsburgh, Clinton County New York

SCHOOL CODE	SEQUENCE NO	PAGE NO	ROLL SECT	BILL NO
503	2824	1 OF 1	1	004042
FISCAL YEAR		WARRANT DATED	BANK CODE	SWIS CODE
1/1/2013 - 12/31/2013		1/10/2013		091300
ESTIMATED STATE AID			SEE REVERSE SIDE FOR MORE INFORMATION	
CITY 2,892,880				
FOR YOUR INFORMATION				

FOR YOUR INFORMATION

Please see back for payment options and collection hours.

TAXES PAID BY	
REC'D BY & DATE	

091300 221.11-9-20.2
Lake City Properties LLC
4907 South Catherine St
Plattsburgh, NY 12901

2823

PROPERTY DESCRIPTION & LOCATION		YOU MAY BE ELIGIBLE FOR AN EXEMPTION ON FUTURE TAX BILLS, FOR INFO CALL: 563-7708					
TAX MAP NO.	091300 221.11-9-20.2	EXEMPTION	TAX PURPOSE	VALUE	EXEMPTION	TAX PURPOSE	VALUE
LOCATION	4907 So Catherine St						
DIMENSIONS	95.00 X 256.00						
SCHOOL DIST.	Plattsburgh CSD						
PROPERTY CLASS	Aged - home						
THE ASSESSOR ESTIMATES THE FULL MARKET VALUE OF THIS PROPERTY AT:							650,000.00
THE UNIFORM PERCENTAGE OF VALUE USED TO ESTABLISH ASSESSMENTS IS:							100.00
THE ASSESSED VALUE OF THIS PROPERTY AS OF MARCH 1, 2012 WAS							650,000.00

Victory PlaceAdult Home & Lot

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHG PRIOR YEAR	TAXABLE VALUE ADJUSTED BY EXEMPTION	TAX RATE PER \$1000	TAX AMOUNT
City Levy	9,653,509	5.2	650,000.00	10.757208	6,992.19
County Levy	5,427,517	1.9	650,000.00	6.049727	3,932.32
Omitted Tax-City			0.00		11,429.82
Omitted Tax-County			0.00		6,617.63

TOTAL TAX	28,971.96
DUE BY:	4/14/2012

TAXPAYER'S COPY

City of Plattsburgh
Clinton County
New York

091300 221.11-9-20.2
Lake City Properties LLC
4907 South Catherine St
Plattsburgh, NY 12901

Bill No: 004042

INSTALLMENT OPTION

DUE BY	AMOUNT
SEE COUPON	SEE COUPON

FULL PAYMENT

DUE BY	AMOUNT
4/14/2012	28,971.96

TAXES PAID BY	
REC'D BY & DATE	

☐ CHECK THIS BOX IF RECEIPT REQUESTED

N.Y. RPT. LAW § 520 : NY Code - Section 520: Assessment and taxation of exempt property upon transfer of title

Search N.Y. RPT. LAW § 520 : NY Code - Section 520: Assessment and taxation of exempt property upon transfer of title

Search by Keyword or Citation

1. Whenever any person, association or corporation not otherwise entitled to an exemption from taxation acquires title to real property which is exempt, in whole or in part, from taxation, such property shall be immediately subject to taxation and shall be taxed pro rata for the unexpired portion of any fiscal year during which said transfer of title occurred, and shall be liable in full for taxes in any fiscal year commencing subsequent to the date of transfer, as provided in this section. 2. If within the fiscal year during which a transfer of title occurs or within the next succeeding fiscal year, an assessor is made aware of the fact that title to real property receiving a total or partial exemption from taxation has been transferred to a person, corporation or association not otherwise entitled to an exemption from taxation, he or she shall forthwith assess such property at its value as of the date of transfer, shall, where appropriate for purposes of article eighteen or nineteen of this chapter, reclassify the property, and shall notify the new owner of the assessment and of the right of that owner to a review of the assessment and reclassification, if appropriate, as provided by title three of article five of this chapter. 3. For purposes of any fiscal year or years during which title to such property is transferred, such property shall be deemed to have been omitted and the assessed value thereof shall be entered on the assessment roll to be used for the next tax levy by or for each municipal corporation in which such property is located in the same manner as provided by title three of article five of this chapter with respect to a parcel omitted from the assessment roll of the previous year. A pro rata tax shall be extended against the property for the unexpired portion of each fiscal year. Such real property shall be taxed at the tax rate or tax rates for the fiscal year during which the transfer occurred. The amount of tax or taxes levied pursuant to this subdivision shall be deducted from the aggregate amount of taxes to be levied for the fiscal year immediately succeeding the fiscal year during which the transfer occurred. 4. For purposes of any fiscal year commencing on or after the date on which title to such property is transferred, if the assessor receives notice of such transfer prior to the levy of taxes for said fiscal year, the assessed value of such property shall be entered on the assessment roll to be used for the levy of taxes for said fiscal year in the same manner as provided by title three of article five of this chapter with respect to a parcel of property omitted from the assessment roll. If the assessor fails to receive notice of such transfer until after the levy of taxes for said fiscal year or for any reason fails to add such property to the assessment roll as provided by this subdivision, the property shall be deemed to have been omitted and shall be assessed as provided in subdivision three of this section and shall be liable in full for the taxes levied for said fiscal year. 5. The provisions of this section shall not apply when the transferred property is receiving only the school tax relief (STAR) exemption authorized by section four hundred twenty-five of this chapter, and no other exemption. If the property is receiving the STAR exemption and one or more other exemptions, the provisions of this section shall apply only to the extent that the property is receiving such other exemption or exemptions.



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

June 4, 2014

TO: Mayor James Calnon

From: Bill Treacy, P.E., Manager PMLD

Subject: Arc Flash Hazard Analysis

The management of MLD requests permission to accept PLM's proposal for \$30,000 to perform a arc flash circuit analysis on the Plattsburgh City grid. The quote provided by PLM is fair and reasonable. The funding is available within PMLD 2014 budget. The analysis is a new mandatory requirement for electric utilities by OSHA and must be in place by April 2015. An arc flash is the light and heat produced from an **electric arc** supplied with sufficient electrical energy to cause substantial damage, harm, fire, or injury. The purpose of an Arc Flash Hazard Analysis is to determine the incident energy present at a possible flash point and to mitigate its effects through engineering methods and wearing the appropriate personal protection equipment for the employee..

(1) Atch: PLM Proposal



ELECTRIC POWER ENGINEERING

35 MAIN STREET, HOPKINTON, MA 01748 TEL: (508) 435-0200 FAX: (508) 435-4491

Project CD

May 23, 2014

Mr. William Treacy
Plattsburgh Municipal Lighting Dept.
6 Miller Street, Suite 1
Plattsburgh, New York 12901

VIA Email

Dear Bill:

SUBJECT: Engineering Scope and Cost Proposal
Plattsburgh Municipal Light Department – Arc Flash Hazard Analysis

Per your request, we have prepared this engineering scope and cost proposal to perform engineering services associated with an Arc Flash Hazard Analysis at various study locations for Plattsburgh Municipal Light Department.

Engineering Scope of Services

- The study locations shall include:
 - a. St. Lawrence #1, #2, and #3 Substations
 - b. 46-12.47 kV Substations (3) including all 12.47 kV distribution feeders to riser pole or other agreed to location.
 - c. 46-4.16 kV Substations (23) including all 4.16 kV distribution feeders to riser pole or other agreed to location.
- Data collection and verification at the study locations shall include the following:
 - a. Station one line diagrams of all study locations documenting all tripping information. DC schematics may be required to complement this requirement
 - b. Transformer voltage, size, and impedance
 - c. Generator voltage, size, and impedances if applicable (sub-transient, transient, and synchronous)
 - d. Interrupting time of all circuit breakers, circuit switchers, and switchgear
 - e. Fuse size and type/manufacture
 - f. Protective relay settings, specifically: type/manufacture, current and voltage transformer ratios, pickup, curve and time dial
 - g. System operating modes and conditions that impact short circuit currents and arc flash hazard energy levels
- The analysis shall be performed for the study locations to determine incident energy, arc flash protection boundaries and required Personal Protective Equipment (PPE) for all electrical equipment at each location. The calculations shall comply with NFPA-70E 2012, and IEEE-1584.

- The analysis shall include a determination of any recommended protection setting changes to provide proper personnel protection.
- The analysis will be performed in accordance with the latest relevant standards including but not limited to:
 - a. NFPA 70E Standard for Electrical Safety in the Workplace
 - b. IEEE Std 1584 Guide for Performing Arc Flash Hazard Calculations

PLM proposes to perform the Engineering Services detailed in this proposal on a time and materials basis under a budget limit of \$30,000. If it appears that these services would be greater than the estimated total value, then we would obtain authorization from Plattsburgh Municipal Light Department before exceeding the stated estimate.

We are available to commence work on this project immediately after receipt of your notice to proceed. If you have any questions or comments, please do not hesitate to call.

Sincerely,



Scott C. Bower
Principal Engineer

cc: Mr. Mike Barrett (PLM), via email